

Test Accessibility and Accommodations User Guide

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Overview

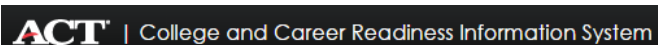
Introduction to the Test Accessibility and Accommodations System (TAA)

The online Test Accessibility and Accommodations System (TAA) is used for ACT-approved accommodations management. The test coordinator (TC), and/or test accommodations coordinator (TAC) use TAA for:

- submitting requests for ACT-approved accommodations to ACT
- checking the status of requests
- reviewing decision notifications
- requesting reconsideration of requests that were not approved initially, if applicable
- viewing examinee information for planning purposes, as needed

Access to TAA via the ACT College and Career Readiness Information System (CCRIS)

TAA can be accessed from any computer via Internet Explorer version 11 or later, Mozilla Firefox, or Google Chrome. To use TAA, you need an account in the ACT College and Career Readiness Information System (CCRIS).



The CCRIS is used for:

- ordering ACT Explore and ACT Plan test materials
- using the Supplier Registration and Payment System (SRPS) for registering and requesting payment when serving as testing staff for the ACT at a National testing site
- managing ACT-approved accommodations using TAA for State and District testing

Responsibilities of the Test Coordinator (TC)

In addition to managing ACT-approved accommodations in TAA, the test coordinator is responsible for:

- requesting trusted agent privileges in CCRIS for your school
- inviting, and granting or revoking access to test accommodations coordinators (TACs) in TAA
- helping TACs navigate TAA to submit requests as needed
- reviewing ACT-approved accommodations rosters
- viewing and participating in accommodations training provided by ACT

Test Coordinator is Trusted Agent in TAA

The test coordinator must serve as the school's trusted agent in TAA. The trusted agent manages access to TAA for your school. Each school may only have one trusted agent. The test coordinator/trusted agent can appoint TACs in TAA to assist with accommodations requests.

ACT Grants Trusted Agent Access

To prevent unauthorized access to TAA, the test coordinator must request trusted agent privileges in CCRIS. An ACT CCRIS account administrator reviews each trusted agent request. Requests may take up to *five business days* to approve. The test coordinator is not able to access TAA for his or her school until trusted agent privileges are granted. The test coordinator will receive an access notification email at the address used to set up his or her CCRIS account. ACT will contact the test coordinator to resolve any questions.

Important!: The TC should request trusted agent access right away. Do not wait to request access as it may impact your ability to meet ACT-approved accommodations deadlines.

Test Coordinator Grants Test Accommodations Coordinator Access

After the test coordinator is granted trusted agent privileges in TAA, he or she may invite test accommodations coordinators (TACs) to use TAA by providing the CCRIS web address. Each TAC must have or create an account in CCRIS to request access to TAA. The TAC is not able to access TAA for his or her school until the test coordinator grants access. Once access is granted, the TAC will receive a notification email at the address used to set up his or her CCRIS account.

Note: Refer to page 3, "How to Access CCRIS and TAA," and page 5, "How to Request Access as a TAC" for detailed instructions.

How to Access CCRIS and TAA

Caution! When to Set Up a CCRIS Account

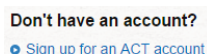
If you have a CCRIS ACT account for ordering test materials, or for SRPS, *do not* create a new account for TAA. Use your established CCRIS username and password to access TAA and select your school.

Note: If you already have an account, you may skip to “How to Log in to Your CCRIS ACT Account” below.

How to Set Up a CCRIS Account

If you do not already have a CCRIS account, follow these steps to set up an account:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Select the **Sign up for an ACT account** link.



3. Enter the required information.
4. Select the link to read the ACT Account Terms and Conditions.
5. Select the checkbox to accept the terms and conditions.
6. Complete the Security Check.
7. Select the **Create Account** button.

How to Activate Your New CCRIS Account

To activate your new CCRIS account, follow these steps:

1. Log in to the email account that you used to create an ACT account.
2. Locate an email titled, “Action Required: Activate Your ACT Account.”
3. Select the link in the email, or copy and paste the link into your web browser.
4. Select the **Sign In** button.

How to Log in to Your CCRIS Account

To log in to your CCRIS account, follow these steps:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Select the **Sign In** button.

Organizations in TAA

Schools are referred to as organizations in TAA. To set up your school to use TAA, the test coordinator, and any test accommodations coordinators, must select your school. All requests that are submitted will be associated with the school that is selected.

How to Select Your Organization in TAA

To select your school in TAA, complete these steps:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. Select your organization.
 - If this is the first time you are logging in, you will be routed to the **Select Your Organization** page.
 - If you have logged in before, but need to choose a new organization, select the **Add an Organization** button.
4. Select your state.
5. Select your city.
6. Select your organization.
7. Select one of these positions within this organization.
 - If you are the **test coordinator**, you **must select School or District Administration** even if this is not your title at the school.
 - If you are the test accommodations coordinator, select the dropdown that best describes your position within the school.
8. Enter your full title. (This is your title at the school.)
9. Select the **Submit** button.

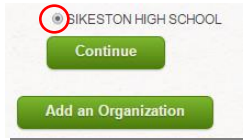
Note: The test coordinator and test accommodations coordinator must select the same school.

How to Request Trusted Agent Privileges

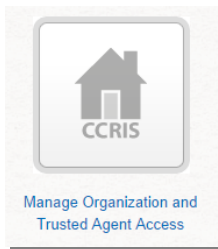
Test Coordinator: How to Request Trusted Agent Privileges and Access to TAA

If you are the test coordinator at the school, follow these steps to request trusted agent privileges and access to TAA:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.

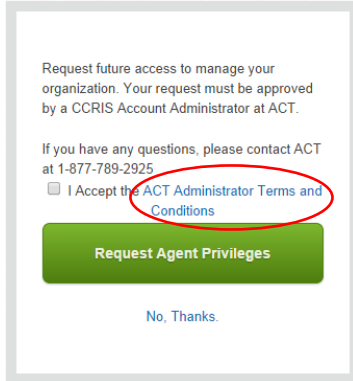


4. Select the **Continue** button.
5. Select the **CCRIS Manage Organization and Trusted Agent Access** icon.



*Note: If the Manage Organization and Trusted Agent Access icon does not appear, see “How to Edit Your CCRIS My Organization Position Within the School” on page 8 to update your position to **School or District Administration**.*

6. Select the **ACT Administrator Terms and Conditions** link.



7. Read and close the terms and conditions.
8. Select the checkbox beside, “I Accept the ACT Administrator Terms and Conditions.”



9. Select the **Request Agent Privileges** button.



Note: You will be notified by email when you are granted trusted agent privileges. This could take up to five business days.

Replacing the Test Coordinator/Trusted Agent

When the test coordinator (TC) with trusted agent privileges needs to be replaced, ACT must be notified, and a new TC must be appointed for the school. The district test coordinator must update the TC in PearsonAccess^{next}. When ACT has record of the newly-appointed TC, this individual will receive an email with instructions to request trusted agent privileges to gain access to TAA.

How to Request Access as a TAC

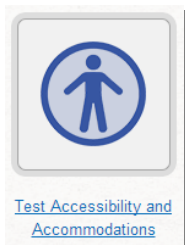
How to Request Access to TAA as a TAC

Once the TC at your school has been granted trusted agent access by ACT, you have a CCRIS account, and you have selected your school (see “How to Select Your Organization in TAA,” page 3), follow these steps to request access to TAA as a test accommodations coordinator:

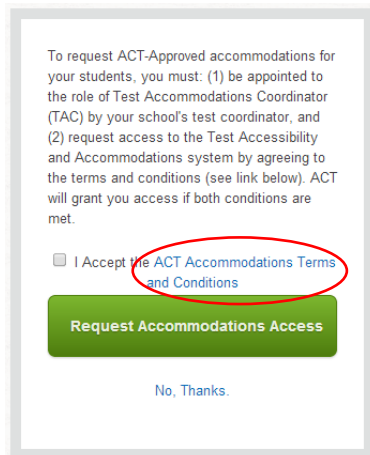
1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Enter your username (the email address used to create your ACT account).
3. Enter your password.
4. Select the **Sign In** button.
5. Select the radio button beside your school.



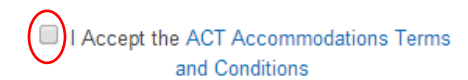
6. Select the **Continue** button.
7. Select the **TAA** icon in the middle of the screen. You will be redirected to the *Request Test Accessibility and Accommodations Access* page. *Note: If the TAA icon does not appear, you may not have selected your school, or the TC at your school has not been granted trusted agent access. If the TC at your school is not approved by ACT as the trusted agent, wait until he or she is approved to request TAC access.*



8. Select the **ACT Accommodations Terms and Conditions** link.



9. Read and close the terms and conditions.
10. Select the checkbox beside, “I Accept the ACT Accommodations Terms and Conditions.”



11. Select the **Request Accommodations Access** button.



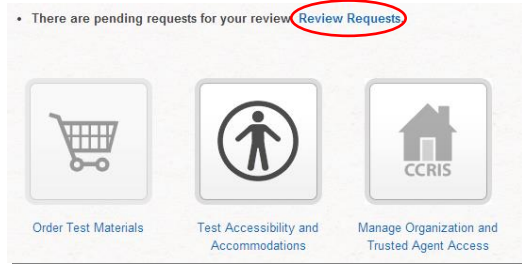
Note: After the test coordinator has trusted agent privileges, he or she must approve your request to access TAA. When approved, you will receive an email notification.

Managing TAC Access

How the TC Grants the TAC Access to TAA

The test coordinator must approve or deny access to TAA for each test accommodations coordinator. To do this the TC completes these steps:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. If you have pending requests you will see, "There are pending requests for your review." Select **Review Requests**.



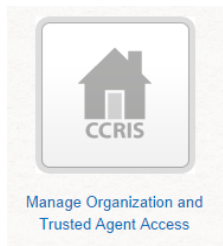
4. Select **Approve** or **Deny** to the right of **Accommodations (Pending)**.



How to Add or Remove TAC Access to TAA

The test coordinator may change access to TAA for test accommodations coordinators at any time. To do this:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. Select the **Manage Organization and Trusted Agent Access** icon.



4. Select **Add** or **Remove** to the right of **Accommodations** to approve or deny access to TAA for individual users.



5. Select the **OK** button when the warning message pops up.

Note: The test accommodations coordinator will receive email notification of the change.

How to Return to the CCRIS Home Page

Test coordinators may return to the CCRIS home page from the **Manage Organization and Trusted Agent Access** page by selecting **Home** in the upper left portion of the screen. The *Home* screen appears.



How to Change CCRIS Account Settings

How to Change Your CCRIS Password

You may change your CCRIS password at any time. To change your password:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Change My Password** tab:

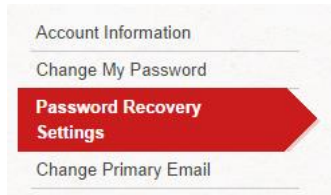


- Enter your current password.
 - Enter your new password.
 - Confirm your new password.
7. Select the **Update Account** button.

How to Change Your CCRIS Password Recovery Settings

You may change your CCRIS password recovery settings at any time. To update your recovery settings:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Password Recovery Settings** tab.



- Enter your current password.
 - Select a security question from the dropdown menu.
 - Enter a security question answer.
7. Select the **Update Account** button.

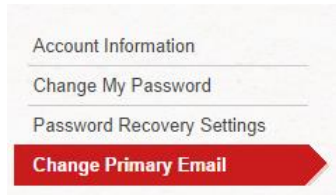
Username: CCRIS Primary Email

When you change your CCRIS **My Account** primary email address, this changes your username. All notifications from TAA are sent to your **My Account** primary email address. The primary email address is what is needed for TAA.

How to Change Your Username (CCRIS Primary Email)

You may change your username (CCRIS **My Account** primary email) at any time. To update your username:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Account** near the top left of the page.
6. Select the **Change Primary Email** tab.

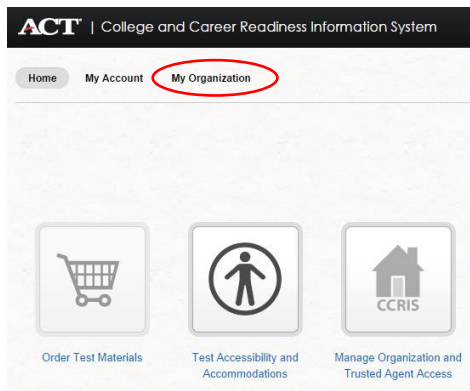


- Enter your current password.
 - Enter your new primary email address.
 - Confirm your new primary email address.
7. Select the **Update Account** button.

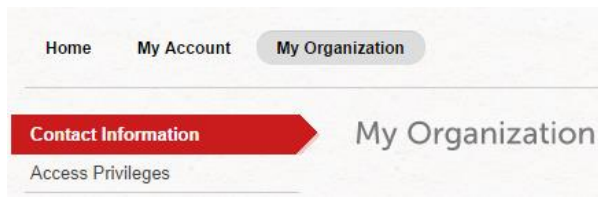
How to Edit Your CCRIS My Organization Position Within the School

You may update your CCRIS **My Organization** position within the school at any time. To update this information:

1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to CCRIS.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select **My Organization** near the top left of the page.



6. Select **Contact Information** from the menu on the left.



- Enter or correct your position within the school.
 - If you are the **test coordinator**, you **must select School or District Administration**.
 - If you are the test accommodations coordinator, select the dropdown that best describes your position within the school.
- Select the **Update Account** button.

Preparing to Request Accommodations

Parent or Examinee Consent to Release

ACT *cannot* process requests for ACT-approved accommodations without parent or examinee consent to release information to ACT. The TC is responsible for ensuring that the school has consent prior to requesting any ACT-approved accommodations.

Consent to Release Information Form

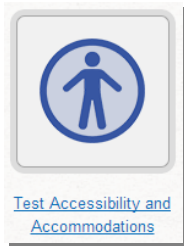
Ask a parent, the examinee if 18 or older, or a school official with parental consent, to sign and date the *Consent to Release Information to ACT* form. Keep the signed release on file at school.

Consent to Release Information to ACT: <http://www.act.org/host/taa/files/Consent-to-Release-Information.pdf>

How to Access TAA

Follow these steps to log in to CCRIS and access TAA.

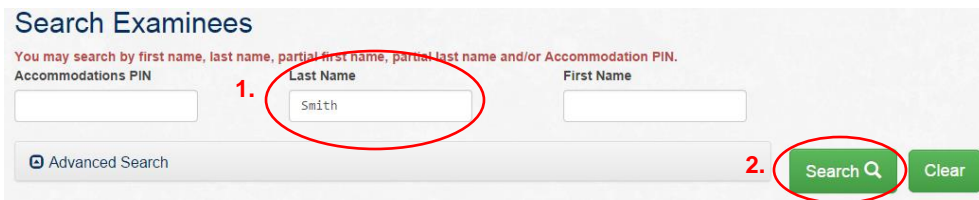
1. Go to the CCRIS log in page: <https://readiness.act.org/ccr/app/home>.
2. Log in to your CCRIS account.
3. Select the radio button beside your school.
4. Select the **Continue** button.
5. Select the **Test Accessibility and Accommodations (TAA)** icon.



How to Search for Requests in TAA Before Entering a New Request

To avoid entering more than one request for the same examinee, check to see if a request has already been started or submitted using these steps.

1. Enter the examinee's last name.



Search Examinees

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

Accommodations PIN:

Last Name: First Name:

☐ Advanced Search

2.

2. Select the **Search** button.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3. Select the **Clear** button to start a new search.

Requesting Accommodations Using TAA

How to Submit a New Request for ACT-Approved Accommodations Using TAA

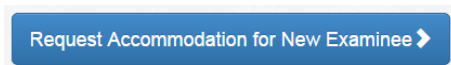
After logging into CCRIS and accessing TAA, follow these steps to submit requests for ACT-approved accommodations.

Notes:

- Before starting a request, you must have parent, or examinee (if 18 or older), consent to release accommodations information to ACT.
- Wherever you see an (i) icon, you may hover over it for more information.
- Please use the **Previous** button when navigating in TAA, if needed. Do not use your browser's back button.



1. Select the **Request Accommodation for New Examinee** button.



2. Enter the following examinee details.

Examinee Details Step 1 of 7

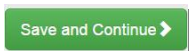
- State Student ID (The State Student ID can be up to 20 alphanumeric digits long.)
- first name
- middle initial
- last name
- date of birth
 - Select the date of birth field.
 - Enter MM/DD/YYYY, or use the calendar to select the date.

3. Enter the examinee address.

- Enter the street address.
- Enter the zip code.
 - If the zip code is recognized, the city, state, and country will automatically fill in.
 - If the zip code is not recognized, the following message will appear, "If you are certain the zip code you entered is correct, and entering it does not yield any city, or the incorrect city, please call (800) 553-6244 x 1788." Please enter another valid zip code. If this zip code is recognized, enter the original zip code again. If this does not work, an ACT support team member will assist with this situation.

4. Answer the question, "Has the examinee been previously approved for accommodations by ACT?"

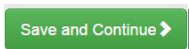
- Select the radio button beside Yes or No.
 - If Yes, enter the examinee Accommodation Reference Number and/or select the date the examinee last tested with ACT-approved accommodations by selecting the month and year using the dropdown menus.
- Select the **Save and Continue** button.



5. Enter the following testing information.

Testing Information Step 2 of 7

- Select the radio button beside the ACT.
- Select the radio button beside your test administration. (Refer to your *Schedule of Events* for this information.)
- Select the **Save and Continue** button.



6. Select the radio button beside all diagnosed disabilities that apply, **or** enter a specific diagnosis in the window provided for other disability.

Diagnosed Disabilities Step 3 of 7

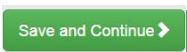
- Cognitive/Intellectual Disability
 - Intellectual Impairment (FSIQ=<85)-DSM 319.00
 - Traumatic Brain Injury
 - Post-Concussive Syndrome
- Learning Disability
 - Reading Disorder/Dyslexia – DSM 315.00
 - Math Disorder – DSM 315.1
 - Disorder of Written Expression – DSM 315.2
 - Speech/Language Disorder –DSM 315.39
- Motor Disability
 - Cerebral Palsy
 - Muscular Dystrophy
 - Quadriplegia/Paralysis of Upper Extremities
- Psychological Disability
 - Attention Deficit Disorder (ADHD) – DSM 314.00
 - Autism Spectrum Disorder -DSM 299.00
 - Anxiety Disorder
 - Depression
 - Emotional/Behavioral Disorder (school team)
 - PDD, Asperger's – DSM 299.80
 - Tourette's/Tic Disorder
- Sensory Disability
 - Blind/Legally Blind (in both eyes)
 - Deaf
 - Hearing Impairment
 - Visual Impairment
- Physical/Medical Disability
 - Diabetes
 - Migraines
 - Epilepsy/Seizures
- Other Disability
 - If the examinee's diagnosed condition(s) does not appear on the above list, enter a specific diagnosis in the **Other Disability** window.

Note: If a diagnosed condition is selected, do not use this window to clarify that diagnosis. Only use this to enter a specific diagnosis not listed above. For example, if the examinee is confined to his or her home, or a medical facility, enter this under other disability.

Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.
 Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

- Select the **Save and Continue** button.



7. Enter the plan details.

Plan Details step 4 of 7

- Select the radio button beside one of the following plans.
 - ☐ IEP
 - ☐ 504
 - ☐ Official Accommodations Plan
 - ☐ Exceptions Statement
- Select one radio button to answer the question, “How many years has the plan been in place?”
 - ☐ less than one year
 - ☐ one year or more
- Select the **Save and Continue** button.

Save and Continue >

8. Select the radio button(s) to request specific accommodations, **or** enter a request.

Requested Accommodations Step 5 of 7

- Select all Setting & Location Accommodations that apply.
 - ☐ standing, walking or pacing
 - ☐ administration from home or care facility
 - ☐ background music/noise buffers (auditory calming)
 - ☐ special lighting
 - ☐ adaptive/special furniture
 - ☐ modified acoustics (FM system)
- Select all Response & Navigation Accommodations that apply.
 - ☐ scribe
 - ☐ speech to text
 - ☐ keyboard navigation
- Select one of the Presentation & Formats, if it applies.
 - ☐ reader (human)
 - ☐ pre-recorded audio (DVD)
 - ☐ computer (essay or short answer for paper testing only)
 - ☐ English braille, American Edition (EBAE) and tactile graphics
 - ☐ large type test booklet and answer sheet
 - ☐ Exact English Sign Language for test items
- Select the radio button beside one of the Timing Accommodations.
 - ☐ TC 1 – standard time (one session, one day)
 - ☐ TC 2 – double time (over multiple days)
 - ☐ TC 3 – triple time (over multiple days)
 - ☐ TC 5 – stop the clock breaks (one day), or
 - ☐ TC 5 – standard time (over multiple days)
 - ☐ TC 6 – time-and-a-half, self-paced (one session, one day)
 - ☐ TC 7 – time-and-a-half (over multiple days)
 - ☐ TC 8 – extended time on essay/constructed response only
- Enter specific accommodations in the other accommodations window if the examinee’s accommodation(s) does not appear in the above list.

Note: If any of the specific requested accommodations listed are selected, do not use this window to clarify that accommodation. Only use this to request accommodations not listed above that need ACT approval. Please do not request local test arrangements (see the administration manual for examples of local test arrangements) or items that all examinees may use, such as a permitted calculator.

- Select the **Save and Continue** button.

Save and Continue >

9. Upload documentation.

Documentation Step 6 of 7

- Select the **Download Accommodation Documentation Guidelines** link for more information.

[Download Accommodation Documentation Guidelines](#)

- Select the **Choose File** button to upload documentation for the following categories:
 - IEP, 504, or official accommodations plan
 - qualified professional diagnosis
 - psychoeducational/neuropsychological evaluation
 - other documentation

IEP, 504 or Official Accom Plan ⓘ

Choose File No file chosen **Upload**

- Navigate to the document.
- Select the document.
- Select the **Open** button.

File name: Sample IEP pages Custom Files

Open Cancel

- Select the **Upload** button.

IEP, 504 or Official Accom Plan ⓘ

Choose File Sample IEP pages.docx **Upload**

- Repeat the steps above to attach more documents, as needed.
- Select the **View** icon to review an uploaded document, if necessary.
- Select the **Delete** icon to delete an uploaded document, if necessary.

IEP, 504 or Official Accom Plan ⓘ

Sample IEP pages.docx	09/06/2014	View Delete
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- Select the **Save and Continue** button.

Save and Continue ➤

- If you did not upload a required document, you will be unable to continue. You will see the message “1 (or more) error(s) on the page. Please correct and save.” The category that requires a document will appear in red.

Qualified Professional Diagnosis is required. ⓘ

- If you try to upload a required document, and the system does not allow it, you will see the message “Having difficulty loading the document, try again later.” Select the **Save** button to finish the request later. *Note: the system has a 5 MB size limit.*

10. Review the request, make any necessary edits, acknowledge that the information provided is accurate to the best of your knowledge, and that you have a signed release of information on file at school.

Review Step 7 of 7

- Review the examinee details.
- Review the testing information.
- Review the diagnosed disabilities.
 - Select the **Edit Diagnosed Disabilities** button to make edits, if needed.
 - Select the **Save and Continue** button to get back to the **Review** screen.
- Review the plan details.
 - Select the **Edit Plan Details** button to make edits, if needed.
 - Select the **Save and Continue** button to get back to the **Review** screen.
- Review the requested accommodations.

- Select the **Edit Requested Accommodations** button to make edits, if needed.
- Select the **Save and Continue** button to get back to the **Review** screen.
- Review the required documentation.
 - Select the **Edit Required Documentation** button to delete the documentation that is uploaded and upload new documentation, if needed.
 - Select the **Save and Continue** button to get back to the **Review** screen.
- Select the checkbox to acknowledge that all information is accurate to the best of your knowledge, and that a signed release on information to ACT is on file at school for this student.
- Select the **Submit** button. A *Confirmation* page will open.

Note: Your request is not complete until you select the Submit button to transmit the information to ACT. Once you submit the request, you will see an on-screen confirmation, and will receive an email confirmation.

Confirmation

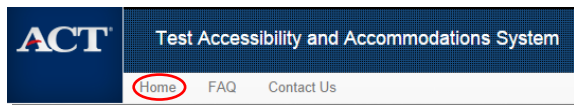
Your request has been successfully submitted.

- Select the **Print** button to print the *Confirmation* page.

How to Return to the Home Screen in TAA

To submit another request, follow these steps to return to the **Home** screen in TAA:

1. Select **Home** in the upper left side of the screen.



2. Select the **OK** button when the warning message pops up. The *Home* screen appears.

Requesting Previously-Approved Accommodations

Previously-Approved Accommodations on a Future Test Administration

If an examinee is in TAA, his or her approved accommodations are *not* automatically assigned to future test dates. The accommodations can be carried forward to a future test date. For the examinee to receive the same approved accommodations, the upcoming test administration for your testing program must be assigned to the examinee.

How to Assign a Test Administration to an Examinee Previously-Approved for Accommodations

To assign a test administration to an examinee with ACT-approved accommodations, take the following steps.

1. On the **Home** screen, locate examinee by entering the examinee PIN, and/or name, and selecting the **Search** button.
2. Select the **Accommodations PIN**. The examinee's *Accommodation Request History* screen will appear.

Accommodation Request History for FRED TEST

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

Create New Request

Assign Test Administration

Associated Test Administrations : The ACT - June 2015

Test Administrations: Assign Test Administration

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	TC 7 - Time-and-one-half (over multiple days)	Approved	02/06/2015		Download Decision Notification Decision Document History Edit for Reconsideration

3. Consult your *Schedule of Events*, and select the correct test administration from the dropdown menu.

Accommodation Request History for FRED TEST

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

Create New Request

Assign Test Administration

Associated Test Administrations : The ACT - June 2015

Test Administrations: Assign Test Administration

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	TC 7 - Time-and-one-half (over multiple days)	Approved	02/06/2015		Download Decision Notification Decision Document History Edit for Reconsideration

4. Select the **Assign Test Administration** button.
5. Select the **OK** button when the pop-up message appears.

Accommodation Request History for FRED TEST

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

Create New Request

Assign Test Administration

Associated Test Administrations : The ACT - June 2015

Test Administrations: Assign Test Administration

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	TC 7 - Time-and-one-half (over multiple days)	Approved	02/06/2015		Download Decision Notification Decision Document History Edit for Reconsideration

Confirmation

Are you sure you want to associate this person to the selected test administration?

Cancel **Ok**

Status of Requests in TAA

Status of Requests

All saved requests are stored in TAA. After requests are entered, you may see these possible statuses under the status column of the table on the home page of TAA.

- action required: These requests are not submitted. *Note: ACT cannot access or review a request until it is submitted.*
- in review: These requests are submitted, and are under ACT review.
- partially approved: These requests are reviewed and part of what was requested is approved.
- approved: These requests are reviewed and all of what was requested is approved.
- not approved: These requests are reviewed and none of what was requested could be approved.

How to Search for Requests by Sorting the Table

You may search by sorting table columns to see if a request has already been started or submitted using these steps.

1. Select any of the table headings (accommodations PIN, state student ID, test, last name, first name, middle initial, status, submitted date, or submitted by) to sort the table.

Accommodations PIN	State Student Id	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By
-----------------------	------------------	------	-----------	------------	-------------------	--------	-------------------	-----------------

2. Select a different heading to sort using that criteria, or select the **Clear** button beside **Advanced Search**.

How to Search for Requests Using “Search Examinees”

You may search using **Search Examinees** to see if a request has already been started or submitted following these steps.

1. Enter the examinee’s Accommodations PIN, last name, and/or first name.

Search Examinees

You may search by first name, last name, partial first name, partial last name and/or Accommodation PIN.

1. Accommodations PIN

Last Name

First Name

Advanced Search

2. Search Q

3. Clear

2. Select the **Search** button. The search results appear.

Accommodations PIN	Test	Last Name	First Name	Middle Initial	Status
JJZDP1DX	The ACT	SMITH	JOHN	M	In review
EJC90DLW	The ACT	SMITH	EXAMINEE	L	In review

3. Select the **Clear** button to start a new search.

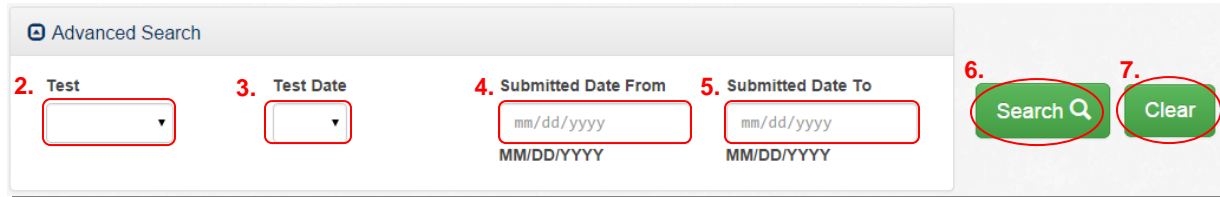
How to Conduct an Advanced Search in TAA

You may conduct an advanced search for all requests submitted between specific dates using these steps.

1. Select the **Advanced Search** link.



2. Using the dropdown menu under **Test**, select the ACT.
3. Using the dropdown menu under **Test Date**, select your test date.
4. Enter the month, date, and year in the **Submitted Date From** field.
5. Enter the month, date, and year in the **Submitted Date To** field.



The form is titled "Advanced Search". It contains the following fields and buttons:

- 2. Test:** A dropdown menu.
- 3. Test Date:** A dropdown menu.
- 4. Submitted Date From:** A text input field with a date format hint "mm/dd/yyyy" and "MM/DD/YYYY" below it.
- 5. Submitted Date To:** A text input field with a date format hint "mm/dd/yyyy" and "MM/DD/YYYY" below it.
- 6. Search:** A green button with a magnifying glass icon.
- 7. Clear:** A green button.

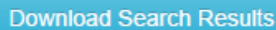
6. Select the **Search** button. The search results appear.
7. Select the **Clear** button to start a new advanced search.

Refer to the *Download Search Results* below for instructions to save this information in an Excel file.

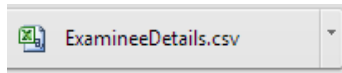
How to Download Search Results

After completing an advanced search, you may download the search results.

1. Select the **Download Search Results** button to create a CSV file of your search. (This is recommended if the list spans more than one page.)



2. Select the **ExamineeDetails.csv** file in the lower left corner of the screen to view the Excel file.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	ACCOMMODATION	FIRST_NAME	LAST_NAME	MIDDLE_INITIAL	TEST_NAME	APPROVED	NOT_APPROVED	IN REVIEW	INCOMPLETE	ACCOMMODATIONS						
2	JJZDP1DX	JOHN	SMITH	M	The ACT			Reader (Human)	TC 3 - Triple Time (over multiple days)	Preferential seating - School provides						

How to Save, Submit, and Delete Requests

How to Save a Request to Complete Later

Requests may be started, saved, and finished later. When working on a request, select the **Save** button at the bottom of the page when it is available. *Note: ACT cannot access or review a request until it is submitted.*



When you save, you will receive this message near the top of the screen.

All your changes have been saved.

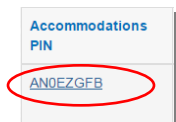
The status of the request will be “action required” until it is finished and submitted.

Accommodations PIN	State Student Id	Test	Last Name	First Name	Middle Initial	Status	Submitted Date	Submitted By
AN0EZGFB	54687613213657613213	The ACT	FROZEN	ALISHA	L	Action Required		

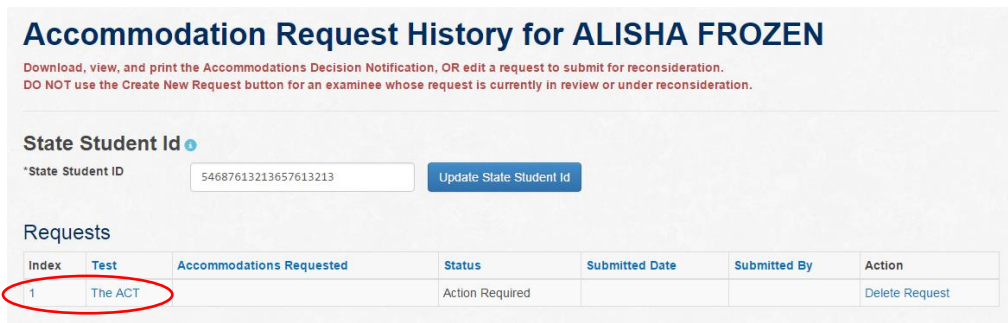
How to Complete and Submit an “Action Required” Request

To finish and submit an “action required” request, follow these steps.

1. In TAA, locate the “action required” request by selecting the **Status** column, or by entering the examinee’s information in the fields under “Search Examinees” and selecting the **Search** button.
2. Select the **Accommodations PIN** and you will be directed to an *Accommodation Request History* screen for the examinee.




3. Select the number under **Index** or **Test**. The request form appears.



Accommodation Request History for ALISHA FROZEN

Download, view, and print the Accommodations Decision Notification, OR edit a request to submit for reconsideration.
DO NOT use the Create New Request button for an examinee whose request is currently in review or under reconsideration.

State Student Id 

*State Student ID: 54687613213657613213 [Update State Student Id](#)

Requests

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT		Action Required			Delete Request

4. Complete the remaining sections of the request.
5. Review the request and select the checkbox to acknowledge that all information is accurate to the best of your knowledge, and that a signed release on information to ACT is on file at school for this student.
6. Select the **Submit** button to complete the request.

Only “Action Required” Requests May Be Deleted

The test coordinator and/or test accommodations coordinator may delete requests as long as they have not been submitted to ACT. It is not possible to delete a request after it has been submitted.

How to Cancel and Delete a New Request

If you are entering a new request and need to delete it:

1. Select the **Cancel** button during the final entry step. An *Accommodation Request History* screen appears.



2. Select **Delete Request** under the **Action** column.

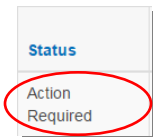
Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	TC 2 - Double Time (over multiple days) EEO (Exact English-Signing Only) for Items	Action Required			Delete Request

3. Select the **OK** button when the warning message pops up.

How to Delete an “Action Required” Request

After logging into CCRIS and accessing TAA, follow these steps to delete an “action required” request:

1. Select the **Status** column to find “action required” requests.



2. Locate the entry to delete and select **Delete Request** under the **Action** column.

Index	Test	Accommodations Requested	Status	Submitted Date	Submitted By	Action
1	The ACT	TC 2 - Double Time (over multiple days) EEO (Exact English-Signing Only) for Items	Action Required			Delete Request

3. Select the **OK** button when the warning message pops up.



How to Update the State Student ID

How to Update the State Student ID Field

To update the State Student ID for a student, follow these steps.

Note: If you do not know a student's State Student ID number, contact your school's district office.

1. In TAA, to locate the examinee, sort the table using one of the table headings, or enter information in the fields under "Search Examinees" and select the **Search** button.
2. Locate the record to update and then select the **Edit** button. An *Accommodation Request History* screen appears.

Accommodations PIN	State Student Id	
KJ3318V5	1341564646	
LNG90EM1	IA4564616459	

3. Update the field with the correct State Student ID and then select the **Update State Student ID** button.

*State Student ID




4. Select the **OK** button when the *Confirmation* pop-up message appears. A *State Student ID is Updated* message appears.

Confirmation

Are you sure you want to update this State Student Id?


Cancel



State Student Id

State Student Id is updated

*State Student ID



5. Select **Home** to return to the *Home* screen.

TAA Notifications

Accommodations Successfully Submitted

When a request for ACT-approved accommodations is successfully submitted in TAA, the individual who submitted the request will:

- see an on-screen confirmation page.
- receive an email titled, "Accommodations Request Successfully Submitted."

Confirmation

Your request has been successfully submitted.



Dear DIANE PEDEN,
You are receiving this email because the request for ACT-Approved Accommodations on the ACT® college readiness assessment for ROCCO DOG was successfully submitted.

Accommodations Decision Notification

Within 15 business days, you will receive an email with instructions for viewing an Accommodations Decision Notification for this request. The notification will list accommodations approved and/or not approved as applicable. If requested accommodations were not approved, as indicated on the notification, you may submit additional documentation for reconsideration by ACT.

Contacting Us

If you have questions, you may:

- Call us at 800.553.6244, ext. 1788, or
- Email us at ACT3lateAccom@act.org

Thank you,
ACT Test Accommodations

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500 ACT Dr Iowa City, Iowa

Accommodations Decision Notification

After ACT reviews a request for ACT-approved accommodations, an examinee-specific *Accommodations Decision Notification* is created in TAA. The notification contains the:

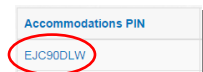
- examinee's name
- examinee's personal identification number (PIN) for TAA
- accommodations approved (including any special authorizations), or not approved, if applicable
- reason accommodations are not approved, if applicable

Note: When the Accommodations Decision Notification is available to view online, the individual who submitted the request will receive an email. Please review the notification. Print two copies, provide one to the examinee, and keep one for your records.

How to View the Accommodations Decision Notification

To view the *Accommodations Decision Notification* for an examinee:

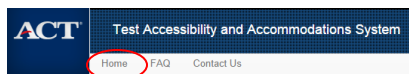
1. In TAA, enter the examinee's information in the fields under "Search Examinees" and select the **Search** button.
2. Select the **Accommodations PIN** and you will be directed to an *Accommodation Request History* screen.



3. Select the **Download Decision Notification** button to download a PDF.

Download Decision Notification

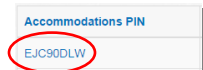
4. Close the *Accommodations Decision Notification* by selecting the "x" to close the file.
5. Select **Home** to return to the *Home* screen.



How to View the Decision History

To view the history of all decisions for an examinee:

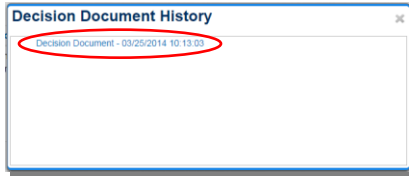
1. In TAA, enter the examinee's information in the fields under "Search Examinees" and select the **Search** button.
2. Select the **Accommodations PIN** and you will be directed to an *Accommodation Request History* screen.



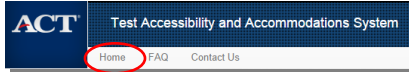
3. Select the **Decision Document History** link to see all notifications for this examinee.

Decision Document History

4. Select any of the documents to download a PDF.



5. Close the history screen by selecting the "x" to close the pop-up window.
6. Close the *Accommodations Decision Notification* by selecting the "x" to close the file.
7. Select **Home** to return to the *Home* screen.



Requesting Reconsideration

Reconsideration of Accommodations Not Approved

ACT will reconsider requests for ACT-approved accommodations that were not initially approved. If you would like ACT to reconsider a request, you may use TAA to submit additional documentation.

Note: Refer to your Schedule of Events for the deadline to submit reconsideration requests. If a reconsideration request is submitted after the deadline, decisions will not be available for the scheduled test administration.

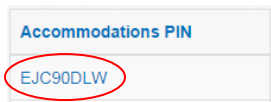
Requests Under Review Cannot be Edited

When the request is in review by ACT, it cannot be edited.

How to Submit a Request for Reconsideration

To submit a request for reconsideration, take the following steps:

1. In TAA, enter the examinee's information in the fields under "Search Examinees" and select the **Search** button.
2. Select the **Accommodations PIN** for the examinee. This will take you to the *Request History* screen.



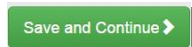
7. Select the **Edit for Reconsideration** button.



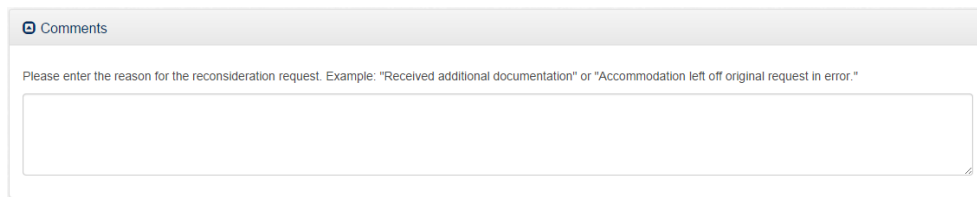
8. Edit diagnosed disabilities, plan details, requested accommodations, and/or required documentation.

Note: Any diagnosed disabilities and accommodations selected in the original request are not available to select again when requesting reconsideration. To request these accommodations, enter, "Requesting reconsideration of original request" below in the box for Comments. Do not select additional disabilities or accommodations in this situation.

9. Select the **Save and Continue** button.



10. Enter the reason you're requesting reconsideration in the box for **Comments**.



11. Select the checkbox to acknowledge the information is accurate, and a signature is on file.
12. Select the **Submit** button. You will receive a confirmation on-screen and via email.

Notes:

- The individual who submitted the request will receive another email when ACT reconsideration is complete and an updated Accommodations Decision Notification is available.
- If you start a request for reconsideration and save it to complete later, you will not see the **Edit for Reconsideration** button when you access it again. Refer to How to Complete and Submit an "Action Required" Request under the How to Save, Submit, and Delete Requests section to identify and submit the request.

Examinee Confined to Home or Hospital

How to Indicate an Examinee is Confined to Home or Hospital

To indicate an examinee is confined to home or a hospital, take the following steps:

1. In TAA, in the *Diagnosed Disabilities* section of the request, enter information to indicate this examinee is confined to home or at a hospital in the *Other Disability* window.

Other Disability

If the examinee's diagnosed condition(s) does not appear on the above list, please enter a specific diagnosis on the lines below.

Note: If the diagnosed condition appears on the above list, please do not also write it below, as this will delay processing.

This examinee is confined to home.

2. Finish the request by completing the plan details, requested accommodations, uploading documentation, reviewing the request, and then selecting the **Submit** button.

Additional Approval Required to Test at Home or Hospital

To request approval to test an examinee at home or in a hospital the:

- **test coordinator** (TC) must complete a request to test this examinee off-site: <http://statetesting.act.org/offsitetesting>, and
- TC or TAC must explain that the examinee is confined to home or a hospital in the *Diagnosed Disabilities* screen in the *Other Disability* window of the request in TAA (shown above)

The examinee may not test anywhere other than the school unless the:

- TC received an email from ACT authorizing the test to be administered at the off-site location (in this case, the examinee's home or the hospital), **and**
- *Accommodations Decision Notification* authorizes the test to be administered at the examinee's home or hospital

*Note: The individual who submitted the request in TAA will receive an email when the Accommodations Decision Notification is available, but the **TC** will receive correspondence about off-site testing that is required for approval.*

Requesting Late Consideration

Late Consideration

ACT will consider late requests for ACT-approved accommodations that were not submitted by the deadline noted on your *Schedule of Events*, if any of the reasons listed below apply.

After the deadline to request ACT-approve accommodations, this examinee:

1. enrolled in your school or was classified into an eligible grade level, and does not have previously-approved accommodations
2. enrolled in your school or was classified into an eligible grade level, has previously-approved accommodations, and wants the same ACT-approved accommodations on the upcoming test administration
3. was evaluated or re-evaluated and diagnosed with a new disability and was started on a new accommodations plan
4. suffered an injury (such as an injured dominant hand or arm) or suddenly developed a medical condition (such as sudden loss of vision) and cannot access the test

Note: Late consideration decisions may not be available in time for your scheduled test dates. Refer to your Schedule of Events for the late consideration deadline.

How to Request Late Consideration

To request late consideration for examinees who fall under one of the categories above, take the following steps:

1. Go to the website listed at the top of your *Schedule of Events*.
2. Complete the *ACT-Approved Accommodations Late Consideration Form*, and the request and header.
3. Fax or email these to ACT by the late consideration deadline noted on your *Schedule of Events*.

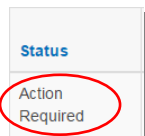
Deleting Requests Started for Late Consideration

Late consideration requests cannot be submitted using TAA. If you start a request in TAA that requires late consideration, you will see a message like this.

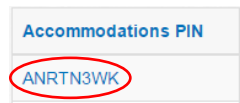
○ Fall 2014 The deadline for requesting ACT-Approved accommodations has passed. You may use the form available through [this link](#) to request a late consideration if one of these 4 conditions applies: 1. examinee is new to your school; 2. examinee has been newly diagnosed; 3. examinee has a new medical condition; 4. examinee has transferred to your school from the same State/District.

Please delete the request that was started. To delete the request, follow these steps.

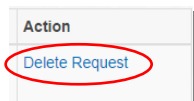
1. In TAA, search for the examinee or, in the table listing examinees, select **Status** to find “action required” requests.



2. Select the **Accommodations PIN** for the request to delete.



3. Select **Delete Request** under **Action**.



4. Select the **OK** button when the warning message pops up.

Transferring an Examinee from Your School to Another School

If an examinee was authorized to test with ACT-approved accommodations at your school, but is transferring to another school in your state before your scheduled test dates, fill out a late consideration form. This will alert ACT that the accommodations need to be transferred to the new school.

The Personal Identification Number (PIN)

The *Test Accommodations and Accessibility System* (TAA) creates a unique personal identification number (PIN) for each examinee. As a security precaution to maintain privacy, ACT customer service agents require the TAA PIN, and examinee first and last name to access information. Protecting each examinee’s privacy and keeping personal information confidential is important to ACT.

Contacting Us

If you have questions, you may:

- Call us at 800.553.6244, ext. 1788
- Email us at ACTStateAccoms@ACT.org
- Fax us at 319.337.1285